

**WESTERN CONNECTICUT STATE UNIVERSITY  
DANBURY, CONNECTICUT  
EMPLOYMENT OPPORTUNITY**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**POSITION:** Project Coordinator – Bridge Program

**OPEN TO:** The Public

**DEPARTMENT:** Dean of Arts & Sciences

**DATE POSITION AVAILABLE:** ASAP

**SALARY:** \$56,388 (minimum)

**WORK HOURS:** 35 hours per week

**DATE POSTED:** August 22, 2012

**CLOSING DATE:** September 10, 2012

**JOB POSTING #:**00102352

**LOCATION:** Danbury, Connecticut

Western Connecticut State University seeks an experienced administrator to provide leadership to all aspects of the Bridge Program. Building a Bridge to Improve Student Success is a partnership between WCSU and the Danbury and Bethel public school districts which helps high school students move successfully to college. For more information, go to [www.wcsu.edu/bridges](http://www.wcsu.edu/bridges).

The Project Coordinator will be responsible for coordinating all curriculum-related activities as well as developing, coordinating, and writing reports for all grant activities. In consultation with the Bridge partners, the Coordinator will also develop and coordinate new programming, develop training materials and oversee the recruitment of participants and volunteers.

**Qualifications:** Master's degree in a Bridge Program content area (English/Writing, Math, or the Sciences) or another closely related field is required. At least five (5) years of experience working in higher education is required with at least two (2) years of demonstrated experience developing programming as part of a K-16 partnership. Experience developing and running summer programming for middle and high school students is required. Demonstrated experience working with students from economically disadvantaged backgrounds is a plus. Demonstrated ability with managing and supervising staff is required. Experience managing a budget with multiple funding streams is required. Outstanding communication skills are also required as is experience working successfully with diverse populations.

**Minimum Starting Salary:** \$56,388 plus a comprehensive benefits package. Additional information can be found on our website at [www.wcsu.edu/hr/benefits](http://www.wcsu.edu/hr/benefits). Once on this website select the Administrative Faculty employment group.

**To Apply:** Interested candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) professional references to [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) Attn. Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received no later than **Friday, September 14, 2012**. WCSU is an AA EO Educator/Employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.